



**Friends of
the Earth**

Friends of the Earth is hiring a Head of Finance and Compliance

Closing date: Midnight Sunday 7th July 2024

About the organization

Friends of the Earth Ireland is a community at the heart of the growing movement here for a just world with zero pollution. Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world in the face of opposition from powerful vested interests and we need committed, energetic and flexible people on our team.

About the role

Friends of the Earth seeks an experienced professional with financial, accounting, compliance, and general business skills to lead on one of our four organizational goals:

To ensure Friends of the Earth has the robust governance and effective management systems, and the appropriate financial resources, to maximise our impact and to cultivate a positive working environment.

Reporting to the Deputy CEO, the Head of Finance and Compliance (HFC) will be responsible for ensuring that Friends of the Earth meets its legal and statutory obligations as a charitable organisation, ensuring that it is fully compliant as well as demonstrating excellence in best practice within the sector. The HFC will oversee all financial and compliance aspects of the organization, including developing and managing the organization's financial strategy and planning. They will proactively promote a culture of safety, stability, accountability, transparency, and prudent risk management.

The HFC will line manage the Finance Manager, working and co-operating closely with the Audit and Finance Board Committee, the management team and project leads.

Responsibilities

Finance & Accounting (~75% of time):

Strategic objective: To secure the financial resources to deliver our programmes and achieve our goals while ensuring value for money. To diversify and increase our income.

1	<p>Support and supervise the Finance Manager & their day-to-day responsibilities</p>	<p>Oversight of the following:</p> <ul style="list-style-type: none"> ▪ Processing and recording of the Accounts Payable and Accounts Receivable with accurate coding and allocation, in compliance with internal policies and key external best practice codes ▪ Accurate maintenance of the accounts system and supporting records to allow transparent reporting on unrestricted and restricted funds, in compliance with SORP and funder's requirements ▪ Management of the bank accounts, monitoring cash flows and performing bank reconciliations. The HFC will be a key administrative contact for all banks and finance functions ▪ Ensuring that necessary payroll, taxation, social insurance, pensions and other related matters are dealt with in a timely and appropriate manner
2	<p>Financial Analysis, Budgeting and Reporting</p>	<ul style="list-style-type: none"> ▪ Development of the organisation's annual budget and oversight of the costing of programmes, initiatives and projects within the organisation ▪ Development of financial forecasts to support the Senior Management in identifying fundraising goals, prioritising underfunded cost centres, anticipating requirements and variances; minimizing impact of variances ▪ Monitoring and analysing income and expenditure on a programme-by-programme, grants and funds basis ▪ Supporting applications for grant funding as appropriate and analyse financial information to ensure budgets are tightly managed; ensuring all grant applications are fully costed, including overheads ▪ Producing monthly and quarterly management accounts and other financial reports with the support of the Finance Manager ▪ Oversee the preparation of the annual accounts and liaise with the external auditors as required
3	<p>Systems and Procedures</p>	<ul style="list-style-type: none"> ▪ Planning, implementing, and managing financial strategy, policies and procedures; including setting and monitoring KPIs for financial performance and risk-mitigation considerations ▪ Ensuring proper controls and documentation processes are in place for all financial transactions, including best practice in procurement ▪ Developing and agreeing reporting templates with the relevant internal stakeholders to evidence compliance with legal and regulatory requirements and providing reports to evidence compliance at required intervals ▪ Oversight of the finance IT system with the support of the Finance Manager

Governance & Compliance (~25% of time)

Strategic objective: To be accountable and transparent to all our key stakeholders.

1	Regulatory compliance	<p>Ensuring that all statutory requirements of the organisation are met including taxation, charitable (Revenue and CRA) and other legal requirements:</p> <ul style="list-style-type: none">▪ Lead responsibility for ongoing review, implementation and compliance with Charities Regulatory Authority Governance Code and other CRA guidance.▪ Implementing appropriate systems and safeguards to enforce and monitor human resources compliance, including contracts signed with staff members, external consultants and service providers▪ Ensuring FoE Ireland has all required statutory licensing, policies, procedures and permissions to undertake its activities, including the appropriate insurance cover
2	Funding compliance	<ul style="list-style-type: none">▪ Reviewing grant contracts, terms & conditions to ensure compliance with Ireland's legislation and the organisation's funding policies▪ Ensure that grant contracts are complied with, including public references and reporting requirements and deadlines▪ Administering organisation's fundraising initiatives, in conjunction with the Deputy CEO and the Head of Supporter Care and Fundraising
3	Management and Change	<ul style="list-style-type: none">▪ Playing a key role in the management team, including identifying key changes to compliance and finance processes and using change management and leadership to implement same▪ Key relationship management and liaising with the Audit and Finance committee of the Board, coordinating its work with the Treasurer.▪ Training employees on governance requirements and obligations.▪ Taking ownership of, and project management of specific work projects as they arise.▪ In conjunction with the Deputy CEO, ownership of the Risk Management process to identify, monitor, and manage potential risks in order to minimise any negative impact they may have on the organisation.▪ Responsible for review of all contracts before CEO or Deputy CEO's signaturus

The list of duties is not to be regarded as exclusive or exhaustive. You will be required to be flexible and to undertake other duties as may reasonably be assigned to you by the Senior Management, relevant to the post.

About You

Essential skills or experience:

Minimum of five years relevant work experience showing:

- Strong financial acumen, i.e. demonstrated knowledge about non-profit sector accounting (revenue recognition) and financial statement analysis, complex budget management, and audit processes at organisational and grants levels

- Strong understanding of the regulations and best practices relevant to the organisation as a CLG and charity.
- Experience in using accounting software, prior experience of Iplcic would be an advantage.
- Advanced IT skills and excellent knowledge of MS Office, in particular Excel (Intermediate to Advanced)

Desirable skills or experience:

- A recognised professional accounting qualification (ACA, ACCA, CIMA, etc.) or relevant third level qualification.
- Experience of Charities SORP accounting standards and practice
- Organization and project management skills
- Experience working with collaborative digital tools such as Salesforce, Slack, ClickUp or similar

Personal attributes and competencies:

- Commitment to the mission, vision and values of Friends of the Earth.
- Ability to work with a diversity of people, communities, and cultures.
- Awareness of confidentiality and the ability to deal with sensitive queries
- Strong track record of consistently maintaining accuracy and attention to detail while delivering on time
- Strong team player with excellent listening skills and interpersonal communication skills.
- Ability to use initiative, think creatively and work independently.
- High degree of analytical, conceptual and problem-solving skills.
- Ability to respond quickly to external events and demands while maintaining organisational priorities and goals.

Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people are who members of an ethnic minority.

Terms and Conditions

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

Please note: The role description described set out above is not final and may be changed prior to issuing a contract to the successful candidate – following consultation with the candidate.

The working language is English, but applicants are not required to be native speakers.

Accountability and support: You will report to the Deputy CEO.

Contract duration: This is a 2-years fixed-term contract, with a view to renewal subject to funding'. A 6 month probation period applies.

Hours per week: This is a full time post (35 hours per week). There is a possibility the organization would consider a proposal from the successful candidate to work 4.5 days a week.

Location: The position is based in our office in Mount Street Upper in Dublin 2, however beyond the Covid pandemic we continue to facilitate hybrid working in so far as practicable. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required by the role, including at short notice.

Annual Leave: Full-time employees get 25 days paid annual leave a year.

Salary: The post is on our Head of Programme Scale , with incremental pay increases every 12 months. The starting *fulltime* gross annual salary for this post is between €48,334 and €54,790, depending on experience.

To Apply: Send your CV with a 1-page cover letter to jobs@foe.ie by 23.59 Sunday 7th July – please include the role title in the subject of your email. We regret to inform you that we may not in a position to respond to all candidates and can only guarantee a response to shortlisted candidates. Also please note that while we will accept applications until that time, we will assess applications as they come in and may fill the position sooner.

The Protection & Safeguarding of Children and Vulnerable Adults

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.